

St. Pat's Home and School Meeting

October 10th, 2017

Called to Order: 7:07pm

Present: Ashley Dunn, Jennifer Baltuonis, Melanie Moore, Kuljinder Kaur, Jen Murphy, Jael Symes, Donnalynn Rainey, Andrea Cappelli, Aliona Siminel, Kim MacLaren, Maria Puente, Nadia Cirelli, Marie Cirelli, Tracy Witzke, Natalie Knott, Mimi Tabaczuk, Sarah Smith, Taedra Harris

Regrets: Stephanie Davidson, Jennifer Pelletier

Accept minutes: Marie, Mimi

Accept Agenda: ADD: Book fair to New Business

Welcome and Introductions

Report and announcements:

1. Executive: Taedra:

- The QHFSA workshop was last week. Sarah and I attended. We found out that there is a lot more paperwork that we need to be doing, so yay!
 - o For every event the Home & School holds we need to fill out a form. Mostly for insurance purposes. If there are volunteers, we need a form.
 - There is supposed to be a printed list of volunteers present for every event. Volunteers are supposed to initial that they were there. Keep the printed, initialed list with the events paperwork. It is in case anything ever came up from an event, good or bad. Also, to give you a list of volunteers for the event next year.
 - o There will no longer be donation receipts granted. The one exception is for playgrounds! This works well for us.
 - o The Minutes to the meetings need to be printed and brought to meetings.
 - o The other Home and School Boards were very impressed that we had our Governing Board member here at every meeting. Also, that we had teachers and Admin show up to our meetings. We have a great Home & School here!
- Stephanie has stepped down from doing the Pizza / Subway lunches. Andrea is now in charge of that department.
- The Fall Conference is October 28th. Go if you can.

2. Administration – Mrs. Knott

- I really want to thank our staff for how well they handled the heat at the end of September. It got very hot here. Popsicles, reading outside, it was just great to see everyone work together.
- The Terry Fox Run was September 26th, which was extremely hot! The juice was great. Edgewater had arranged to have the Fire Trucks there, spraying down the kids! We kept it to a walk and not for long. All the parents that pitched in to help thank you! We were finished the run and back at the school by 10:30am, so before it got really hot.
- The estimated donations between both schools is at \$13 733.30!!! More than last year, amazing!
- We have the First Virtues assembly coming up. We are asking "What is Courage? Or how have you been Courageous?" The kids wrote their answers on shoes. We are trying to get them up on a board.
- The Remembrance Day Assembly will be November 10 2017.
- The intern reports will only be available on the Fusion Portal. No paper copies of this report will be going out. They will be available October 13 2017 after 2:30pm.
- School photos are November 3 2017 starting at 8:15am.
- There is a bench in the Home & School room that has been there for years. Mr. R has asked for a number of quotes to have it installed with cement and the quotes are very high. Can we put out a plea to the people of Pincourt: if anyone is good with cement, can they please come install this bench?

3. Staff - Jen Murphy

- Are there parents able to come Thursday to help with the Grade 4 vaccines?
 - o Yes, the same parents as last year.

- Does Home & School have any contacts through the Welcome Back BBQ at any of the local Metro's or Maxi's? Every year we buy pumpkins for the homerooms and we were just wondering if there was any way to get them cheaper?
 - o Not so much.... We need to write letters months in advance to get items for the BBQ.
 - o Maybe try asking a local farm?

4. Governing Board – Donnalynn Rainey:

- Field trips were approved at our last meeting.
- Governing Board would like to help the Home & School do more fundraising: You are not selling items at the concerts held at the school. You should be. The Holiday Concert, the play, the Cabaret Show, all opportunities for Home & School to fundraise. Please come to the next Governing Board meeting to put this forth.
- We have amended our rules to accommodate the Subs.

5. Treasurer - Sarah Smith:

- So far we have made \$6000.00 on the Pizza / Subway lunches this year. This is primarily because so many parents chose the pre-paid option. The numbers will decrease as we get closer to December.
- Our membership payment has to go into the QHFSA. We do not keep that money. It has to be sent to the Board.
- The Kindergarten T-Shirts were sent to the kids.
- The Wings to Fly was paid out. This is from last year's allocation.
- Clothing Store: We have spent money but now orders are coming in for the clothes. We might want to allocate money for inventory, as it would be easier to sell if we have stock here. Right now, we have a lot of 3XL and strange sizes: not one's that are easy to sell.
 - o Could we put out this old stock at the Welcome Back BBQ? Try and get it out of inventory.
 - o We have \$600.00 to be deposited for clothing purchases. ,
 - o Jen is keeping track of what we are selling on a spreadsheet.
 - o We have our sample sizes on route for the Scholastic book fair.
- We have \$2936.00 to be deposited from Pizza / clothing / Chocolate / Membership / T-Shirts.
- Grad Sweat Shirts are free for the Grads. It is something home & School has always done.

6. Membership – Kuljinder Kaur;

- Deadline is approaching for new members to join. Once we have sent in our fees, new members can join, but we would prefer to send in all the payment at once. So get your members in!
- If you know someone who was here last year and not this year, remind them to join.

Business arising from previous minutes:

1. Chocolate Fundraiser; Committee leaders Kuljinder Kaur & Tracy Witzke

- The chocolate is out, around 400 boxes. The return date is Oct. 20 2017. If parents received boxes and prefer not to sell them, they can always return them to Ms. Pompeo.
- Does anyone have any opinions about the chocolate so far?
 - o Seems to be missing dark chocolate flavours.
 - o Would like a bit more variety in the types of chocolate available.
 - There were not a whole lot of dark chocolate varieties available from this supplier.
 - We CAN create our own boxes to hand out. Unfortunately, this year, we did not have enough time to look into all the selections. If we choose to use this supplier again, we will know more and be able to put our own boxes together and get some dark chocolate varieties in.
 - If we make our own boxes, would that affect the option to return unsold chocolate?
 - o Not sure, we would have to ask for sure.
 - o The cardboard boxes are very flimsy, did anyone else notice that?
 - We did notice that as soon as the boxes arrived. We will be telling the supplier that.

2. **Terry Fox Run:**

- T-Shirts went out.
- The juice boxes were appreciated, it was so hot that day!

3. **Music dept. Purchase: Ms. Ashley & Ms. Jen:**

- Hi members, I am Jen and this is Ashley. We are the music teachers here at St. Pat's. We were approached by a retired music teacher to purchase around 18 boxes of music books, music, sheet music, DVD's, CD's, curriculum books and a whole lot of other, miscellaneous items. We have come to ask the Home & School for the \$700.00 needed to purchase this box. He will not break the purchase up; we need to buy it all or none of it.
- These items are still current; they would be very useful to teach the children new theory and music.
- There are some music binders which, if bought new, retail for \$100.00 ea. These are included in the 18 boxes.
- We have an updated list of the items being sold. It is 13 pages (a copy can be given to you. Please ask the Home and School execs for a copy if you want one).and is just the items we felt would be useful to us for teaching. It is NOT everything in the boxes.
- We have done the math: Based on only half of what is in the boxes, we estimate the value at \$2652.65 if bought new. We feel \$700.00 for everything is a great deal.
 - o Are you able to view the resources first before buying them?
 - Yes, we would look at the boxes to make sure that the items are in good condition and that what was offered is in the boxes.
- The first list that Home & School was given was unorganized, it seemed like the sets were not complete.
 - We have had some time to better go through that list and found that most sets are complete, or almost all complete.
- The price is **not** negotiable.
- Sometimes a school will purchase items for the different departments. In this case, this teacher bought these items themselves. Therefore, they are the teachers and they can sell them privately. We will be keeping these items here at the school.
- St. Pat's cannot fund this purchase at all as there are no receipts and no taxes. The school cannot buy second hand items.
- At this time, there is not enough time to fundraise for these items.
- After our last meeting, we (Sarah and Taedra) have gone through the receipts and what has been collected this year so far. We have a \$2000.00 buffer now instead of the \$1000.00 we did in September after collecting more funds.
- Motion: We motion to support the music department with \$700.00 to buy used supplies and resources from a retired music teacher. Motioned by: Taedra Second by: Kuljinder. Vote was unanimous, motion granted.

4. **Sub-Committee Leaders:**

- **Christmas Lunch**

- Marie wants to head this committee. We would like to have the Christmas lunch catered this year. No more making turkeys at home and bringing them to the school.
- Mr. R says no to holding the lunch in the gym.
- The St. Pat's community loves to pitch in and help with the lunch. Having parents make the food was a way for everyone to volunteer.
 - Marie still needs a lot of volunteers for the lunch.
- Marie made a breakdown of what would be served (please ask for a copy from an exec if you want to see the breakdown.). It is \$2.45 / person to serve.
- The food would be prepared and then brought in. We would need parental volunteers to help serve.
- Do we know how much it cost last year to serve everyone?
 - Andrea: Not sure exactly, but this price seems very comparable.
- The meal will be peanut-free. It is prepared in a peanut-free environment.
- The meal will be delivered in a heated truck, prepared, protected and warm.
- The hours for the lunch at this time are not movable. We are fixed into these times 11:45am – 1:00pm.
 - We need more time. Can we make lunch from 11:00am – 1:30pm? At least 11:30am 1:30pm? Last year was so rushed to fit in the 3 sittings, it was crazy. This year, there would be 20 minutes to seat, feed and clean up after the K's, Grade 1 & 2? It is just not possible.
 - There are 212 in the first sitting.
 - There are 132 in the second sitting.
 - There are 167 in the third sitting.

- Plus approx 55 staff members plus school board members who come and have lunch as well.

- Motion: We motion that the Christmas Lunch be catered by The Cirelli Family and Marie to head this committee. Motioned by: Tracy Second by: Kuljinder. Vote was almost unanimous, Donnalynn abstained. Motion granted.
- Motion: We motion to increase the Christmas Lunch allocation by \$150.00 to cover approximate costs. We will know exact numbers once the orders have been placed. Motioned by: Sarah. Second by: Donnalynn. Vote was unanimous, motion granted.
- **Santa Store:**
 - o Committee leader: Aliona Siminel.
 - o Aliona, we will get you all the inventory info from last year.
 - o Aliona: In previous schools, we have managed to get all the gifts donated. We can put a bin in the front and kids can leave their donations there.
 - o The Santa Store is held the same day as the Christmas Lunch.
 - o Motion: To have Aliona head the Santa Store. Motioned by: Donnalynn. Second by: Andrea. Vote was unanimous, motion granted.

New business:

1. Scholastic Book Fair- Committee leader: Mimi Hamon

- The book fair will be held during the Parent / Teacher Interviews, Thursday November 16th and Friday November 17th 2017.
- We will put the posters up after Halloween.
- This year's theme is Cowboys
- Teacher viewing is much better this year.
- I had 2 volunteers for the online courses, which you get a \$25.00 gift card and entered to win in a draw. Both my volunteers gave up their gift cards to put towards the teachers. The Form for Volunteers will be going to Janice. We need volunteers for set-up, break down and to work the shifts both days.
- Can someone please give Mimi Andrea H's contact information?
- I need volunteers to help stuff envelopes please. Kuljinder will help!
- Sending home the flyers and info soon.

2. Bake Sale: Committee Leaders Jael and Maria:

- We will need volunteers to help bake goods for the bake Sale and to help work the tables.
- The Book Fair costs about \$60.00, so the Bake sale helps to cover those costs. We thank you all for helping with that!

Varia

- a) Donnalynn will be going to ask about the Pearson Education Fund. It is a fund that works with local businesses and a percentage of funds go back to the school. Donnalynn needs to know if Home & School will back her on this. Yes, of course!! The funds would be for a sensory room here at St. Pat's.

Adjourned: 8:52pm.